

I.G.Govt.PG. College Tohana

Lessson Plan Of Even Semester

w.e.f 01.01.2024

Subject:- Compulsory Computer Education

Teacher's Name:- Mrs.Anju Rani

Mrs.Sarbhjeet Kaur

Month	Therory	Practical
January	<ul style="list-style-type: none">• What is internet• Use of internet• Way to connect internet• Connection Types• Internet requirements• What is WWW.• Application of internet• Communication of internet• Newsgroup /usenet• Ftp• Telnet• Other internet services	<ul style="list-style-type: none">• According to theory topics
February	<ul style="list-style-type: none">• What is E-mail address• Create E-mail address• Mail box• Reading E-mail• Sending E-mail• Sending same e-mail to various Users• Saving mail• Sending a file as an attachment• Replay to E-mail• Forwarding an Email• Deleting An Email• IP address• URI address	<ul style="list-style-type: none">• According to theory Topic
March	<ul style="list-style-type: none">• NetSurfing Using a Web Browsers• Net Surfing using Search Engines• Saving portion of web page• Saving a complete web page	<ul style="list-style-type: none">• According to theory topics

	<ul style="list-style-type: none"> • Printing a portion web page 	
April	<ul style="list-style-type: none"> • Downloading a file • Some searching tips • Spelling and Grammar checking and correction • Understanding autocorrect • Macros • Mail merge • Adding hyperlinks 	<ul style="list-style-type: none"> • According to theory topics